CODaC Modernization

VIRTUAL STUDENT FOREIGN SERVICE
V S F S

Project Title	CODaC Modernization
Project Summary	The Consular Overseas Data Collection (CODaC) captures data about how Foreign Service Officers and Staff allocate their time to the different consular services at posts overseas. We are seeking someone to create Macro reports to help analyze statistical data and generate data visualization reports.
Country	United States
Agency	Department of State
DoS Office	CA/C
Post	N/A
Section	N/A
Number of Interns	2

Project Description

CODaC surveys are administered three times per fiscal year to approximately 70 posts annually. The CODaC specifically tracks how consular staff spends their time by administering time tracking surveys to all consular staff at a given post over the span of two representative days.

The VSFS intern will work with a small team virtually to develop, test, and implement an online web survey to users around the world. We are building a website with CSS, HTML, and basic Javascript and graphics for the site using Adobe InDesign. Once the survey and website design are completed the team will also design Macros with Microsoft Excel and Tableau to analyze the data input to formulate budgets and fees. The project is expected to last until October 2017.

Desired Skills Interests

Additional Information

We anticipate the VSFS intern(s) will begin in June as we begin the next stage of the project. We are looking for candidate who can commit to several hours per week from June – October.

The CODaC is a component of the Office of the Comptroller's Cost of Service Model which is used to support consular fee setting. It is also used by the Office of the Executive Director's (CA/EX) Consular Package, which tracks consular services worldwide to guide resource allocation. CODaC surveys are administered three times per fiscal year to approximately 70 posts annually. The CODaC specifically tracks how consular staff spends their time by administering time tracking surveys to all consular staff at a given post over the span of two representative days.

Language Requirements

None